

Volunteering Expenses Policy

Expenses are available to all volunteers who incur out of pocket costs in the course of their volunteering. Receipts are required in all cases. Expenses claim forms will be available from the resources section on the website or from any member of staff.

Hallam Union or your host organisation will reimburse volunteers for the following areas of expenditure:

- **Public transport costs** to and from your volunteering venue and relevant meetings will be refunded. This does not include transport to the Union or University from home. Please specify on your expenses claims form why you made your journey. We do not reimburse week saver travel tickets.

The following may also be reimbursed on production of receipts, but must be agreed in advance with a member of Hallam Union staff.

- **Mileage costs.** Where ever possible we prefer you to use public transport. However, there may be situations where use of your own car is necessary, although you should remember never to transport Volunteering clients. If you do intend to use your own private vehicle for volunteering purposes, then you will need to register it with Hallam Union by completing the Driver Documents, and returning them to your named staff support. Once you have done this you will then be able to claim back expenses in line with Hallam Union's mileage rates.
- **Parking charges.** These may be reimbursed if negotiated in advance with your named staff support.
- **Refreshments** will be provided to volunteers if a project activity, training session or meeting lasts for more than 4 hours. Refreshments will either be organised by Hallam Union staff, or volunteers can keep receipts for lunch purchases up to £5. Drinks facilities will be available at all times in the Activities Pod.
- **Child care costs.** We can reimburse childcare costs in the following circumstance:
 - the childcare is specifically to allow the person to volunteer and is not already covered in their usual childcare arrangements
AND
 - the childcare is from either a registered child carer or the childcare is taking place in the child's home

The registration number of the childcare provider (unless the childcare takes place in the child's home) must be submitted along with receipts/invoices. Costs for childcare for volunteers may be reimbursed

whilst volunteers are taking part in volunteering activities including meetings, volunteer-specific training sessions and volunteering sessions/events. Costs will not be reimbursed for childcare during social events or Residential. As with all costs, childcare costs must be agreed in advance with Hallam Union staff.

- **Phone and postage costs.** Volunteers have access to phones and postage through Hallam Union. However, if you are required to use your own phones or stamps for Volunteering business, these costs will be refunded on production of the relevant receipts.
- **Team Project materials.** Please do not buy materials for your team project unless specifically agreed with your named staff support.

Expenses need to be claimed within 6 months of incurring them. If a volunteer fails to collect them they will automatically be paid into the Small Grants Fund.